

S-E-C-R-E-T

25X1A

CHIVE/C-120/8-66  
12 September 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT : Bi-Weekly Task Report Summary  
(29 August - 9 September 1966)

I. No significant problems or developments were reported by the following tasks:

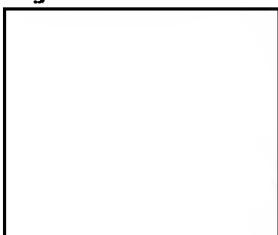
1. Document Delivery System-Liaison Task, Task #3.  
0 - man days

2. Location Dictionary Task, Task #5a.



4 man days  
2 man days  
5/8 man days  
- 3 7/8 man days  
2 man days  
3 1/2 man days

3. Organization Dictionary Task, Task #5c.



4 man day  
man day  
5 1/2 man days  
3/4 man days  
- 4 3/8 man days  
an days  
- 2 7/8 man days

4. Revision of Indexing Procedures and Techniques,  
Task, Task #10b.

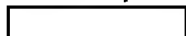
0 - man days

5. Unconditional File Maintenance, Task #13.



8 man days  
9 man days  
8 man days

6. Control, Task #14.



- 2 man days

S-E-C-R-E-T

GROUP I  
Excluded from automatic  
downgrading and  
declassification

S-E-C-R-E-T

- 2 -

7. File/Report Processing, Task #15.

25X1A



man days  
5 man days  
3 man days  
man days  
1/2 man days  
- 7 1/2 man days  
9 man days

8. Programmer Training, Task #39.

25X1A



- 0 man days

9. Task Group Management, Task #44.

25X1A



- 8 man days  
- 1/2 man day

10. Clerical Support Task, Task #46.

0 - man days

11. Design and Development Area Management, Task #54.

25X1A



- 9 man days

12. COG Organization and Personnel Responsibilities, Task #58.

0 - man days

13. Soviet [Redacted] Task #59.

25X1B

25X1A



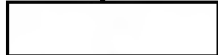
G. [Redacted] - 0 man days

25X1B

II. Summary of Task Activity:

Task #1. The chairman of the Security Procedures Task drafted a letter to the Director of Security for the signature of the Director of Central Reference requesting approval of the recommendations contained in CHIVE/W-23-66, "Top Secret Control Plan." This letter carries the concurrence of both the Agency Top Secret Control Officer and the Director, CHIVE Task Force.

25X1A



- 1 1/2 man days

Task #2. The whole China receipt was processed in SKAN 29 August through 2 September; 510 titles were indexed and transcription and keypunch errors were low; however greater effort will be applied to expanding titles and stopping

S-E-C-R-E-T

S-E-C-R-E-T

- 3 -

ILLEGIB

meaningless words appearing as key words. This task, Current Awareness Support (Task #2) has signaled the end of the China developmental phase; hence forth production figures and SKAN reports will be included under Task #50, Current Awareness Production - China. [redacted]

25X1A

[redacted] will comprise the task team.

5 man days  
6 man days  
2 man days  
5 man days  
- 5 man days

Task #5b. The Subject Dictionary Task reports that the basic subject schedule has been completed and is in PSD for reproduction. It is estimated that the remaining sub-tasks-- completion of the index to the SIC, completion of occupation and installation function code schedules, and construction of a computer code to clear text conversion tables--will take 2 to 2 1/2 months. Completion of this task is now scheduled for 15 November from 1 October.

[redacted] man days  
1 man day

Task #5 [redacted] title officially changed to [redacted] in order to encompass certain changes in task objectives. Under this reoriented task, a report will be prepared synthesizing CHIVE's policies on [redacted] information handling. Report will include CHIVE policies on personality processing criteria, personality data elements to be indexed (name purification and standardization procedures, logical [redacted] (including content and maintenance), hard-copy [redacted] (including content and maintenance) and conversion policy on extant [redacted]

The elements of data to be included in the [redacted] dictionary have been selected. [redacted] and [redacted] new members of the task team as of 7 September, are engaged in document counts on [redacted] currently being considered for inclusion in the dictionary. [redacted] is continuing the development work on the dictionary, while [redacted] prepares the biographic policy paper.

[redacted] man days  
3 man days  
man days  
- 3 man days

S-E-C-R-E-T

S-E-C-R-E-T

- 4 -

25X1A Task #7a. [ ] chairman of the Forms Design Task, is currently preparing for a reliability test of the Page Reader due to begin 13 September. Preparation of the forms description tables to control the processing of the Page Reader program is underway.

25X1A [ ] - 10 man days

Task #12. Input Processing reports the following performance statistics from the Page Reader acceptance test for the period August 10 - September 8:

<u>Op. Use</u>	<u>Down</u>	<u>Average Effectiveness Level</u>
94.5	37.25	72 %

On Friday, 2 September, the system was moved from the Computer Center to the Keypunch room. Following this move and the installation of the required cables, machine readjustments were acquired to return the system to an operational status. This was accomplished by the evening of 7 September, and the system resumed full operation on 8 September. If the system continues to perform satisfactorily, the completion of the acceptance testing can be expected by Friday, 16 September.

Page Reader: [ ] 10 man days  
 IP: [ ] - 1 man day  
 S/360 LP: [ ] - 6 1/2 man days  
 - 3 man days  
 - 2 man days  
 PL 1: [ ] - 2 1/2 man days

25X1A Task #17. [ ] Chief, Integration and Plans Staff, assumed overall responsibility for the implementation of the IA and CI training tasks, which are both chaired by [ ]  
 25X1A [ ] IPS drew up lists of references so far received and stored them in the bookcase in the foyer.

25X1A [ ]  
 25X1A [ ] 1 man day  
 - 3 man days  
 2 man days

Task #18. The System Test Plan Task Team reports that publication of the test description paper has been delayed until about 15 September. [ ] contacted the [ ]  
 25X1A [ ] for data on the Termatex equipment. The Test Plan and MIS teams are to attend a briefing on the equipment on

S-E-C-R-E-T

S-E-C-R-E-T

- 5 -

12 September. Research to define specific system objectives began on 1 September. [ ] is developing a Measurement Matrix file for the system test.

25X1A

25X1A

[ ]

- 8 man days
- 8 man days
- 3 man days
- 2 man days
- 4 1/2 man days
- 1/2 man day

Task #19. After a two-week period of review, CHIVE management accepted the [ ] Requirements Task Team's final report on 1 September. Charts for insertion into the working paper are being prepared by OBI Graphics. In addition, large size briefing aids are being developed from these charts for the purpose of briefing OCR divisional personnel. Graphic work will not be completed on the charts until 19 September. [ ] chairman of the task team, prepared a memorandum for the D/CTF in which the chairman urged that the [ ] content study (to be undertaken by Document Delivery System personnel) proceed without further delay.

25X1B

25X1B

25X1A

[ ] - 1 man day

25X1B

Correction - Contrary to previous reports, the [ ] Requirements paper has just now reached the typist.

25X1A

Task #20. [ ] chairman of the Management Data Task Team, has been detailed to produce an OCR management paper.

25X1A

[ ]

- 2 man days
- 5 man days

25X1A

Task #22. [ ] chairman of the Customer Requirements and Relations Task Team, is preparing a paper on Header Data Selection Criteria, and a subject-selection criteria paper. He is also working on recommendations for a Customer Requirements staff.

25X1A

[ ] - 9 man days

Task #23. There has been a change in the completion date of the Maps and Graphics Task to 1 October because of a delay in obtaining task force management review of the still photo processing procedures paper, the completion of which will terminate this task.

0 - man days

S-E-C-R-E-T

S-E-C-R-E-T

- 6 -

25X1A Task #25. [ ] prepared a draft of the task  
description for the Summary File Building Task.

25X1A [ ] - 2 man days

Task #26. The chairman of the Querying Procedures Task Team estimates the following completion dates:

Special Register Query Procedures - 15 October  
Intellofax Query Procedures - 15 November  
Inherited File Utilization - 1 December

25X1B The [ ] Query Procedures paper has been  
25X1B reviewed [ ] and is in the final stages of editing. There  
has been some delay in obtaining data on SR selection  
criteria and processing procedures; however, SR has made  
arrangements for the task chairman to obtain more data on  
site in SR during the next week.

25X1A [ ] - 8 1/2 man days

Task #27. The task description for the Source Formatted  
Data Task has been prepared in draft form and will be pub-  
lished during the week of 12 September.

25X1A [ ] - 2 man days

Task #28. The bi-weekly production figures for the  
ALP Development Task are as follows:

FDD Steno	805 transliterations	154,400 words
OMS Steno	45 transliterations	16,400 words
OSI Steno	0 transliterations	730 words
FDD M.T.		157,608 words

25X1A [ ] man days  
- 10 man days  
- 10 man days  
10 man days  
10 man days

25X1A Task #43. [ ] chairman of the Contractor  
Management Task Team reports that his secretary, [ ]  
25X1A [ ] left the project 2 September. [ ] is  
25X1A taking [ ] place while he is on vacation.

[ ] - 1/2 man day

25X1A Task #44. [ ] Task Group Management, reports  
25X1A that [ ] will go to the mid-career course beginning  
19 September.

25X1A [ ] - 8 man days

S-E-C-R-E-T

S-E-C-R-E-T

- 7 -

**Task #50.** Current Awareness Production - China Task commenced 6 September. It has processed 310 titles to date (9 September) and will have a publication 14 September.

3 man days  
4 man days  
- 4 man days

**Task #55.** [ ] of the System Flows and Transactions Task Team, completed the revision of the flow charts for Repository and Non-Repository Document Input.

- 8 man days

**Task #60.** [ ] Special Assistant to the Director, compiled a detailed description of the CIA COINS

[ ] and delivered it to the COINS [ ]. He also produced a detailed estimate of resources required to generate a [ ]

25X1B

[ ] Index File for COINS.

- 9 man days

### III. Meetings and Briefings

25X1A

1. On Thursday, 8 September, [ ] and [ ] met to determine the steps necessary to secure approval of the security recommendations in CHIVE/W-23-66, "Top Secret Control Plan."

2. Several CTF personnel attended a review session on codeword controls presented by Special Register on Friday, 9 September.

3. [ ] accompanied a National Bureau of Standards group to Baltimore, 31 August, to study the Social Security Administration's EDP system for processing the Quarterly Report of Taxable Wages. SSA uses an IBM 1975 optical page reader under control of the System/360 program.

25X1C

5. [ ] met with [ ] and two representatives from the Department of Defense on 8 September concerning mapping, geodetic, and gravimetric subject indexing problems.

25X1A

S-E-C-R-E-T

S-E-C-R-E-T

- 8 -

25X1A 6. [ ] met with [ ] of the OCS Technical Staff to discuss the CIA COINS [ ] on 30 August. 25X1B 25X1A

25X1A 7. [ ] had two meetings with [ ] and [ ] to discuss the use of a functional model in research and development planning, OCR/ORD coordination, and a [ ] These meetings were held on 29 and 30 August. 25X1A

25X1A 8. [ ] visited NPIC and was briefed on the [ ] 25X1A

[ ]  
Chief, Integration and Plans Staff  
CHIVE Task Force

S-E-C-R-E-T



25X1A

✓ Talk to [redacted]

25X1B

about [redacted] Study  
Vice Coop [redacted]

25X1A

25X1A

✓ Get [redacted] going - Add [redacted]

25X1A

25X1A

- Read [redacted] into Referral  
Service Files